



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

**E-VERIFY
PROGRAM
EMPLOYER**

Deborah A. Gist
Commissioner

VACANCY NOTICE

JANUARY 4, 2010

**RHODE ISLAND DEPARTMENT OF EDUCATION
DIVISION OF ACCOUNTABILITY AND QUALITY ASSURANCE
TRANSFORMATION OFFICE**

***CHARTER SCHOOL OFFICER**

\$78,810 - \$111,739

APPLICATION PERIOD:

All resumes must be received by
JANUARY 22, 2010
or until position is filled.

APPLICATION REQUIREMENTS:

Send cover letter, resume and two
current letters of reference to:

Deborah A. Gist
Commissioner
255 Westminster St.
Providence, RI 02903

Cover letter and resume may be emailed to
Deborah.Gist@ride.ri.gov

Signed letters of reference should be mailed.

PLEASE NOTE:

**Candidates selected for interview will be
required to submit official transcripts.**

**DUTIES AND
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN
BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE
JOB.

* SUBJECT TO FTE AND FUND AVAILABILITY
(Position is part of Board of Regents)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575
www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, color, sex,
sexual orientation, race, religion, national origin, or disability

**DEPARTMENT OF ELEMENTARY AND SECONDARY
EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: CHARTER SCHOOL OFFICER

ORGANIZATIONAL CENTER: This position is located in the Division of Accountability and Quality Assurance, Office of Transformation. The position reports to the Deputy Commissioner.

GENERAL STATEMENT OF DUTIES: Works with the Commissioner to design and implement statewide charter school vision. Responsible for leading, planning, developing, directing, evaluating programs and supporting statewide charter school initiatives to foster the recruitment and expansion of high performing charter schools. The incumbent will ensure a robust, rigorous and streamlined process to approve the most promising charter operators who demonstrate ability to lead high- performing charter schools. The incumbent will also monitor and hold charter schools accountable for high quality performance.

LEADERSHIP, MANAGEMENT, AND PARTNERSHIPS: The functions of leadership, management and collaboration are to be integrated so as to achieve both product and process objectives. Teamwork and mutually supportive methods are ascribed as successful outcomes and are necessary for providing high quality service and achieving high standards of performance. Work must be conducted in ways that include and involve those who have a stake in the outcome and must ensure that issues related to equity and special needs are addressed in a comprehensive fashion. Works with staff regarding reporting and using data and information. Must work in collaboration with other team members to support the Department's strategic plan's priorities of "Ensuring Educator Excellence", "Accelerating All Schools Toward Greatness", "Establishing World-Class Standards and Assessments", and "Developing User Friendly Data Systems".

SUPERVISION RECEIVED: Works under the supervision of the Deputy Commissioner with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Supervises work teams in collaboration with senior management; works in collaboration with others with wide latitude for the exercise of independent judgment to achieve results; may be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Provides leadership in administering statewide charter school vision, executing the state strategy and assuring programs meet the charter school performance goals and requirements.

Contribute to implementation of agency strategic plan and Rhode Island's BEP by serving on department policy development teams along with core work and learning community specific teams.

Develop charter school initiatives in coordination with agency teams including the offices of transformation and secondary redesign.

Develop and maintain research-based educational programs in conjunction with state laws, charter schools laws and regulations.

Develop and/or supervise programs and services that maximize school performance.

Supervises the charter school review and approval process, which includes coordinating and chairing external review meetings, conducting public hearings, coordinating internal review meetings, presenting information to the Board of Regents, and providing technical assistance to applicants.

Coordinate Development Plans of file that are aligned with the School's Accountability Plan.

Oversee charter schools including collecting enrollment data, responding to inquiries, conducting site visits to schools, coordinating workshops, and troubleshooting problems.

Serve as the conduit from the field to RIDE as to the needs and performance of charter schools.

Serve on assigned intervention and transformation teams.

Reviews school data reporting systems; classroom, general school and Department of Education required data.

Perform related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State, and Local laws, rules, and regulations

Knowledge of current research related to Charter School program development and implementation

Knowledge of implementation of standards-based curriculum and educational reform models

Knowledge of charter school development process

Knowledge of best practices surrounding program evaluation and procedures

Knowledge of best practices as it relates to charter school program development and implementation; standards-based curriculum and educational reform models

Skilled in grant writing policies and procedures

Skilled in policy development procedures

Skilled in project management principles

Skilled in performing strategic planning

Skilled in managing projects

Skilled in developing and maintaining community relations

Skilled in analyzing public policy

Skilled in giving public presentations

Skilled in developing policies

Skilled in facilitating meetings

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EDUCATION: Bachelor's Degree in Education, Education Policy or Administration, or a related field. Advanced degree preferred.

EXPERIENCE: Five years of charter school experience and/or any combination of knowledge, skills and experience that is substantially equivalent.

Must have own transportation and be available evenings and occasionally on weekends.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: December 2009